

Online Graduation Application Directions (Graduate Level)

Welcome to the new online graduation application for graduate students! We have created this documentation to help you and your students navigate through the new online process.

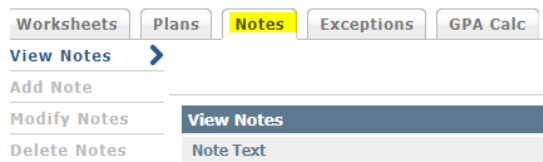
Application Deadlines: Fall – September 20th | Spring – February 5th | Summer – June 10th

Before following the below steps, it is important to review your student’s DegreeWorks worksheet with them. Are there course changes to be made (indicated by red boxes, typically)? You can complete a Program of Study Revision form with your student (available here: https://www.montana.edu/gradschool/forms.html#forms_pos). Are there any “NR” (no report) or “I” (incomplete) grades that need to be addressed?

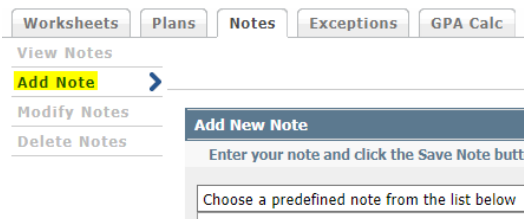
The new online graduation application is a multi-step process:

- 1) Prior to submitting a graduation application, the student’s Committee Chair/Program Leader must authorize the graduation application by placing a specific note in DegreeWorks (MyInfo→Advising Services tab→DegreeWorks).** Committee Chair/Program Leader notes are needed for every credential. For example, if a student is seeking a certificate and master’s degree, they need to have the Committee Chair/Program Leader for each program enter the appropriate note in DegreeWorks.

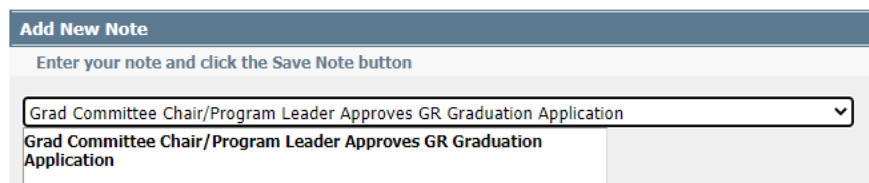
- Enter the student in DegreeWorks and navigate to the “Notes” tab



- Select “Add Note” from the left menu



- From the dropdown menu, select “Grad Committee Chair/Program Leader Approves GR Graduation Application” and save the note. *(This exact note must be selected from the dropdown menu for the process to work).* The note is active for 60 days.



- 2) Once the Committee Chair/Program Leader’s note is entered in DegreeWorks, students will be eligible to submit a graduation application through MyInfo:**

- The “Apply to Graduate” link can be found in MyInfo under the Student Services tab > Apply to Graduate